



Travilah Elementary School PTA Check Request Form

How to Obtain Checks:

1. Use this form to request reimbursement for personal expenses or to submit a merchant's invoice for payment.
2. **Each receipt or invoice MUST be attached.**
3. List the Event (i.e. Bingo Night) for each line item and a description (i.e. Food, D.J., etc.).
4. List the amount of each receipt.
5. Completed forms may be left in the PTA Treasurer's Folder in the office (with attached receipt/invoice) or emailed with an electronic copy of your receipt to travilah.pta.treasurer@gmail.com

Date: _____ Check Requested by: _____

Make Check Payable To: _____

Email Address: _____ Phone Number: _____

Address: _____

Your Child's Name: _____ Child's Teacher: _____

Deliver Check to Child's Classroom Mail to Vendor: Pick up from Treasurer's Mailbox:

Event/ Budget Category	Description	Amount
1		
2		
3		
4		
5		
Check Total (Receipts must be attached)		

For Treasurer Use Only

Date Received:

Check Number:

Date Paid:

Category: